

Activity Planning Guide

Date:

Event:

Time:

Overview

Manpower needed

Materiel- new requirements

Get Budget

Target Audience

Who?

Any Special Arrangements / Needs

Partnership

Merge with other agencies

Guest speaker

Training

What will it cover?

Who will do it?

Who is it for?

When will it be?

Where will it be?

Why do we need it?

Food

Menu (attach)

Shopping List (attach)

Shopping crew

Cooks

Servers/KP

Equipment Needs

Audio- Visual

Board Games

Cooking Supplies

Cleaning Supplies

Childcare

Paid staff

Volunteer staff

Alternate activities

How many children 0-5 years

Activities

Coordinator Name:

Activity List:

Supplies

Are they age appropriate?

Leaders

A/V Operator

Funding

PO Requests:

Vendor Name	Description	Cost

Do they take credit cards?

Payment Arrangements – Pay Now or Pay Later?

Purchaser

Transportation

POV, bus, or vans?

Drivers

Fuel costs?

Snacks

Games

Publicity Sources

Who's doing it?

Advance

One-Month Out

One-week out

Removing Publicity

Registration Info

Registrar Name: _____

Starting date: _____

Closing date: _____

Packet Contents (info, map, schedule, permission)

Facility Requirements

Reservation needed

Building Access

Chairs

Tables

Set up crew

Tear down crew

Clean up supervisor

Supplies

Special requests

Medical

Is First aid kit current?

Medic Name:

Notes